

# Frequently Asked Questions Regarding Web Reporting and Contract Notifications

- Q: What if the login will not let me in? Who do I contact?

A: First you will need to confirm with any others who are using the same consultant ID # and password that the current password you are using is correct. If it is correct but application still will not allow you access, you should contact Beth Erdman (920) 303-5410, Greg Michael (414) 220-5375, or Jon Heberer (608) 261-5405 or send an email describing the problem to [SiteReporting@commerce.state.wi.us](mailto:SiteReporting@commerce.state.wi.us).

- Q: What is the difference between save and submit report?

A: Save will allow you to exit the web application and return at a later time to finish a previously started report or table without losing previously entered information. Submit will send information to be recorded on the PECFA database. The submit button must be used after completing a web report in order for the report to count towards satisfying Comm 47 requirements.

- Q: Is there a U&C task for filling out the web report?

A: Web reporting would be invoiced under task 7